



## End of Course Test Guidelines

Use these guidelines as your department completes their curriculum calendar, course syllabi, and EOC (End of Course) test. Contact your department head with any questions or concerns.

**ALL STUDENTS** are expected to take the EOC, including Special Education and ELL (English Language Learners). Pay For Performance funds will be forfeited if a complete EOC is not given or these guidelines are not followed.

- Adapted EOCs will be written as per a student's IEP (Individual Education Plan), ELP (English Language Plan), or 504 (see counselor for questions)
- An EOC is an End Of Course exam:  
A year-long class may have a 1<sup>st</sup> semester exam in Jan. (mid-term) and will have a comprehensive EOC in May  
A semester class will have a comprehensive EOC at the end of the semester  
A 9 week class will have a comprehensive EOC at the end of the class
- TFSD Goal...for all classes to have a comprehensive EOC with test scores being posted in Milepost for each student
- Common courses will define their "Test Week" on their curriculum calendar for each semester and the test must be given during that week
- Department chairs will have access to electronic copies of their department's EOCs by Oct. 15, 2011
- EOCs to be administered in their entirety, do not exclude any questions
- No retakes on any EOC
- If a course uses a study guide, it will adhere to the guidelines on the back of this paper
- Failure to comply with these EOC test guidelines will be addressed in individual teacher evaluations



## EOC Test Review Guidelines

Teachers are encouraged to employ their own creativity, expertise, and professional judgment in helping students prepare for EOC assessments. Please refer to these guidelines when constructing review materials. Contact your department head with any questions or concerns.

- Study guides or review sheets will be turned in to building department heads the week prior to the “EOC Test Week”
- Common course teachers will use identical study guides comprised of the district’s curriculum
- Study guides and review sheets should include ALL relevant performance objectives and ***not be limited only to “test topics”***
- Review content should include relevant imagery (Marzano) as well as text information (graphs, maps, charts, illustrations, artwork)
- Study guides and review sheets should require students to produce information or practice skills helpful in preparing for the test
- **Handouts that provide students direct answers to likely test prompts or performance objectives are inappropriate**
- **Actual EOC Test items may not be included in any student study guide or review**
- **No one may duplicate or transcribe a test or any part of a test**

